

BOARD OF POLICE COMMISSIONERS

1125 LOCUST STREET
KANSAS CITY, MISSOURI 64106

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816-234-5055

Fax: 816-234-5333

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David V. Kenner

SECRETARY-ATTORNEY

July 6, 2016

Proposal No. 2017-1

WORKLOAD/STAFFING STUDY

The Board of Police Commissioners (BOPC), Kansas City, Missouri Police Department is seeking Proposals for a Workload/Staffing study of both Law Enforcement and Civilian personnel in order to identify improved efficiencies without degradation of the safety, quality or effectiveness of services or professionalism of the organization or accomplishment of its mission.

CONDITIONS

1. Only proposals received prior to the specified opening time and contained in a sealed envelope marked with the proposal number will be considered.

OPENING: 1:00 p.m., Wednesday, August 10, 2016
2nd Floor, Police Headquarters Building
1125 Locust
Kansas City, Missouri 64106

2. **Proposals delivered by courier will be accepted by the Purchasing Section, located on the second floor of Police Headquarters. Couriers will be required to sign-in at the first floor guard station. Couriers will be required to show a picture identification card. A visitor pass will be issued and the courier will be directed to the second floor.**
3. **Proposals will be received Monday through Friday, 8:00 a.m. to 3:00 p.m. The Kansas City, Missouri Police Department will not be accessible on holidays. The BOPC will NOT guarantee receipt of bids delivered to Police Department elements other than the Purchasing Section.**
4. **BOPC will not accept electronically transmitted proposals.**
5. It is the responsibility of the respondent to deliver the proposal or proposal modifications on or before the date and time of the proposal receipt deadline. Proposals will **NOT** be accepted after the date and time of closing under any circumstance.

6. The BOPC strives to notify all prospective respondents of any issued addenda. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their proposal.**
7. Respondents shall comply with the Affirmative Action Program as administered by the Director of Human Relations, City of Kansas City, Missouri.
8. The successful vendor must comply with all State of Missouri laws, which are applicable in this area.
9. Pricing must include ALL costs associated with each service requested and be F.O.B., Kansas City, Missouri Police Department, 1125 Locust, Kansas City, Missouri, 64106.
10. Any questions regarding the information outlined in this bid must be submitted in writing, by fax or mail, to be received no later than **1:00p.m., July 27, 2016.**

Fax Number: (816) 234-5307

Mailing Address: Board of Police Commissioners
ATTN: Tony Rizzo
1125 Locust
Kansas City, Missouri 64106

11. Bidders who require a contract after award of bid should submit a sample contract with their bid(s)
12. Price quotes shall exclude all federal and state excise tax.
13. State whether your quotation is net or subject to a cash discount.
14. Terms and conditions of proposals must be valid for ninety (90) days, from the date the proposal is received.
15. Respondent shall complete all forms included in this request for proposal and return with vendor's submittal.
16. **All respondents submitting proposals will be required to provide the information requested in this Request For Proposal. Any deviations must be clearly indicated. Additional information may be used in describing your services and may be provided with your proposal.**
17. The BOPC reserves the right to reject any and all proposals as well as determine the lowest and best proposal.
18. This proposal will be awarded to one (1) vendor as an all or none contract.
19. All proposals in their entirety and resulting records shall become the property of the BOPC. The respondent(s) may not use this information for any reason without the expressed written consent of the BOPC.

20. The respondent selected must agree to indemnify and hold the BOPC harmless from and against all liability, losses, damages, costs, expenses (including attorney fees), interest, and penalties arising out of or resulting from the negligence or willful act or omissions of the vendor's employees, agents, servants or contractors engaged in service related to this project. The only exception to this is to the extent such acts or omissions are based on and caused by reliance on any written information supplied by the BOPC.
21. By submitting a response to this request for proposal, the vendor certifies that neither the vendor nor its principals are suspended or debarred from contracting for goods or services to be purchased from federal awards.
22. It is mutually agreed and understood that, without exception, the proposal prices shall include all royalties, licensing fees or costs arising from the use of such design, device, or materials in any way involved in the work. The contractor and or his sureties shall indemnify and save harmless the BOPC and/or its agents from any and all claims for infringement by reason of the use of such patented or copyrighted design, device, or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the BOPC and/or its agents for any cost, expense, or damage which it may be obligated to pay by reason of such completion of the work.
23. During the evaluation process, the Board of Police Commissioners reserves the right, where it may serve its best interest, to request additional information or clarifications from proposing firms, or to allow corrections of errors or omissions. At the discretion of the Board of Police Commissioners, firms submitting proposals may be requested to make oral presentations or be interviewed as part of the evaluation process.
24. Responding firms must submit one (1) original proposal and four (4) complete copies for distribution to members within our organization.
25. In order to compare proposals, respondents will submit proposals following the format listed below:
 - Proposal Response
 - Vendor Application Form
 - Reference Information Sheet
 - Federal Award Verification Clause
 - W-9 Form

TERMINATION OF CONTRACT

The successful vendor will permit cancellation by the BOPC for good cause upon thirty (30) days written notice. Such cancellation shall require approval by the BOPC. The Financial Services Unit Commander may suspend this contract pending subsequent approval of cancellation by the BOPC. Examples of good cause are:

- A. Major changes in user requirements.
- B. Repeated unsatisfactory service performed by the successful Vendor, which is not rectified within a reasonable period of time.
- C. Unforeseen cancellation of a program.

LIQUIDATION OF DAMAGES

If the successful respondent fails to deliver the equipment or perform the services within the time specified in this contract, or any extension thereof, the actual damage to the BOPC for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the successful bidder shall pay to the BOPC as fixed, agreed, and liquidated damages for each calendar day of delay, the amount set forth below. Alternatively, the BOPC may terminate this contract in whole or in part as provided in TERMINATION OF CONTRACT, and in that event the successful bidder shall be liable, in addition to the excess costs provided in TERMINATION OF CONTRACT, for such liquidated damages accruing until such time as the BOPC may reasonably obtain delivery or performance of similar equipment or services. The successful bidder shall not be charged liquidated damages when the delay arises out of causes beyond the reasonable control and without the faults of negligence of the successful bidder, as defined in TERMINATION OF CONTRACT. The BOPC shall ascertain the facts and extent of the delay and shall extend the time for performance of the contract when in their judgment the findings of fact justify an extension.

- A. The liquidation damages are fixed and agreed to in the amount of Five Hundred Dollars (\$500.00) per calendar day of default. The total liability of liquidated damages shall not exceed five percent (5%) of the total contract price.
- B. There shall be two (2) events of default and the liquidated damages will occur on the first calendar day thereafter.
- C. The BOPC shall have the right to deduct the liquidated damages from any money due, or to become due, to the successful bidder, or to sue for and recover compensation for damages for nonperformance of this contract within the time stipulated.

Final award of proposal will be determined through evaluation of respective proposals as to experience of responding firm, prior proficiency in performing like studies, specific cost and methodology proposed.

BOARD OF POLICE COMMISSIONERS



Captain Derek McCollum
Commander
Financial Services Unit

SCOPE OF WORK

The overall objective of the personnel and deployment audit is to evaluate opportunities for improvement to the productive use of the department's law enforcement and civilian workforce. The firm shall objectively and systematically examine the Kansas City, Missouri Police Department's operations in order to identify recommendations for improved efficiencies without degradation of the safety, quality or effectiveness of services or professionalism of the organization or accomplishment of its mission.

The following provides the Board of Police Commissioners concept of the work anticipated. Further adjustments may be made to the scope of the work, including areas to be reviewed and deliverables, to allow the selected firm to meet the contractual project scope within the funding available for the project.

Recommended scope of the study:

1. It is to encompass every law enforcement and civilian element within the department.
2. It is to address current staffing levels for both deficiency and excess.
3. It is to address the schedules the member's work and staff allocation.
4. It is to address the workload of each element.
5. It is to analyze the deployment of the staff.
6. It is to examine the current six Patrol Division boundaries to determine if changes to these boundaries would be beneficial to the Department and delivery of services to the citizens.
7. It is to address any changes needed to existing processes within the assigned activities the members engage.
8. It is to identify specific courses of action that will result in improved efficiencies, greater cost-effectiveness or cost savings, all without degradation to the safety, quality or effectiveness of services or accomplishment of the organizational mission.
9. It is to highlight the success in efficient or cost-effective operational achievement observed in the course of the study.
10. It is to address the use of overtime in regards to manpower shortages.

Recommended constraints of the study:

1. It shall remain policy neutral, e.g., guidelines set forth in Patrol Procedures.
2. It shall not address constituent satisfaction.
3. It shall not address technology recommendations.
4. It shall not contain recommended strategies, e.g., community oriented and hot-spots.

The Board of Police Commissioners is requesting that the audit be performed in accordance with generally accepted governmental auditing standards as prescribed in the Government Auditing Standards ("yellow book") of the Comptroller General of the United States. It is the responsibility of the firm to comply with these standards. Only those standards stated for performance auditing are applicable.

PROPOSAL RESPONSE

Respondent's need to provide:

1. A scope of work detailing the proposed study methodology, time frame of work including an anticipated start date and ending date.
2. A copy of a similar study previously performed for a municipal police department comparable in size and personnel.
3. References for projects similar in nature, size and scope completed or undertaken in the past two years.
4. Personnel experience and expertise of respondent's principal owners/managers and of those proposed for assignment to the project.
5. **Responding firms must submit one (1) original proposal and four (4) complete copies for distribution to members within our organization.**

DELIVERABLES

At the conclusion of the audit, the firm will provide a report that offers specific recommendations for policy, management action, changes in practices or procedures or initiatives that may result in the following:

1. Improved efficiency of organizational structure without degradation of safety, effectiveness, quality of services or accomplishment of the organizational mission and public satisfaction.
2. Improved deployment of police personnel, including shift scheduling with scheduling options
3. Appropriate staffing levels and the proper balance of line and staff functions and span of control.

**VENDOR APPLICATION / INFORMATION UPDATE FORM
KANSAS CITY, MISSOURI POLICE DEPARTMENT**

Name of Organization (as registered with IRS):

List Any applicable "Doing Business As" ("DBA") Names:

Vendor Category:

☐ Manufacturer ☐ Wholesaler ☐ Retailer ☐ Distributor ☐ Service

Vendor Type:

☐ Individual ☐ Partnership ☐ Corporation

Minority Business: ☐ Yes ☐ No

Type: ☐ African American ☐ Asian ☐ American Indian ☐ Hispanic

☐ Other (Specify: _____)

Woman Owned Business: ☐ Yes ☐ No

If you answered yes to either of the above questions, You **MUST** indicate below, the primary agency with which your special status is registered.

Payment Terms:

Old Addresses:

If this is an update request, there may be an attached list of all addresses currently on file for your company. If so, please make any corrections or deletions directly on the sheet and return it with this form.

New Addresses:

Please list **ALL** addresses, not on the above mentioned attachment, for your company on a separate sheet. You must clearly indicate to which address orders and bids should be sent and to which addresses payments should be sent. If any part of your "DBA" names has addresses associated with them, please indicate. Each address **MUST** have an accompanying phone number (including FAX number if applicable)

W-9 Information: You **MUST** complete and return the enclosed Form W-9 regardless of whether or not you will be providing any services you feel qualify you to receive a Form 1099. If you are incorporated, please indicate so in the name block and in the vendor type of the form.

Date You Signed This Form: _____

Name, Title and Phone Number of Person Completing This Form:

Federal Award Verification Form

Name of Company

Street Address: _____

City, State, Zip Code: _____

Phone Number: __ (____) _____

We here by certify:

Vendor certifies that neither it nor its principals are
suspended or debarred from contracting for goods or
services that are purchased from federal awards.

Signature of Authorized Person Certifying
Date

Print Name and Title

REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

1. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

2. Company Name:

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

3. Company Name: _____

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:

4. Company Name: _____

Address:

Contact Person:

Phone Number:

Description of services and or products purchased through your company:
